



**COMMITTEE OF THE WHOLE MEETING  
HELD ON TUESDAY, SEPTEMBER 3, 2024, AT 6:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY  
AND VIA ZOOM VIDEO CONFERENCE**

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**MINUTES**

In Attendance: Mayor Ken Berry  
Councillor Neville Abbott  
Councillor Michael Broughton  
Councillor Jaime Cunliffe

Regrets: Councillor Marcus Reuter

Staff: Ross Blackwell, Chief Administrative Officer  
Karl Buhr, Director of Operations  
Joe Chirkoff, Financial Officer  
Kristal Kenna, Deputy Corporate Officer

**1. Call to Order**

The meeting was called to order at 6:01 p.m.

**2. Adoption of Agenda**

*Moved By: Councillor Broughton*

*Seconded By: Councillor Abbott*

THAT the agenda of September 3, 2024, Committee of the Whole be adopted as presented.

**CARRIED**

**3. Public Participation**

A. Anthony Greville: Request for information regarding work completed by JTE Consulting on a water strategy, to be answered by staff.

**4. Unfinished Business**

None.

## 5. Reports

### A. Staff

#### i. **2025 Budget**

Joe Chirkoff, Financial Officer, reviewed the budget development timeline and requested direction on whether to present the draft budget to the Finance and Audit Committee in October 2024 prior to presenting it to Council.

Discussion ensued on aligning the budget as closely as possible with the Strategic Plan (to be developed) and holding budget meetings within the current Council/committee meeting schedule.

*Moved By: Mayor Berry*

*Seconded By: Councillor Broughton*

THAT the draft 2025 Budget be presented to the Finance and Audit Committee for review and input prior to presentation to Council; and

THAT the Budget be presented to Council without alterations from the Finance and Audit Committee.

**CARRIED**

(Councillor Abbott opposed)

#### ii. **Council Strategic Planning**

Ross Blackwell, Chief Administrative Officer (CAO), recommended that Council complete the provided strategic planning workbooks as soon as possible. Commonalities in the workbooks would be identified and compiled to inform a strategic planning session with Council.

Council agreed that workbooks should be submitted to the CAO by September 30, 2024.

#### iii. **UBCM Ministerial Meetings Strategy**

The CAO reviewed a guide provided to Council on the Union of BC Municipalities, including scheduled meetings.

Discussion ensued on how the upcoming provincial election may affect UBCM meeting outcomes and which topics Councillors will speak on.

#### iv. **2023 Annual Report: Wastewater Discharge Permits**

Karl Buhr, Director of Operations, reviewed the 2023 Annual Report: Wastewater Discharge Permit 5188, included with meeting materials.

#### v. **Accounts Payable Listing 2<sup>nd</sup> Quarter, April 1 – June 30, 2024**

The Accounts Payable Listing 2<sup>nd</sup> Quarter, April 1 – June 30, 2024, was provided with meeting materials for information.

Councillor Broughton advised that the Broughton and Broughton Inc. organization listed in the report was a company previously owned by Councillor Broughton and sold to another entity in 2018; however, the name had not yet been changed.

B. Mayor  
None.

C. Council  
None.

**6. New Business**  
None.

**7. Public Questions and Comments**

A. Deirdra Bain: Inquiry regarding costs incurred by the Village for legal services.

**8. Adjournment**

*Moved By: Councillor Broughton*

*Seconded By: Councillor Cunliffe*

THAT the September 3, 2024, Committee of the Whole Meeting be now adjourned.

**CARRIED**

*The Committee of the Whole meeting adjourned at 6:56 p.m.*

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Mayor

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CAO

Date Adopted by Council:	
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